Creating a Community or Class in eLibrary PRO

Whether you are an instructor hoping to create a virtual gathering place for your students or a group of professionals looking for a home for your new ideas and future plans, a community in the eLibrary can help you reach your goals. To get started, you need an eLibrary PRO account. For help creating an account, see “How to Create an eLibrary Account.” If you already have an account and it has been verified, please check the current list of communities to ensure you are not duplicating an existing community. If you find a community that has similar materials to what you were hoping to post, consider joining that community or contacting the creator. The creator of an existing community may be willing to collaborate, expand, or modify their group to meet your aims as well as their own.

Creating a New Community

1. After logging in, you will be taken to your homepage. Click the wrench and hammer to open your control panel OR scroll to the bottom of your list of joined communities on your homepage and click “new.”
2. If you opened your control panel, scroll down to the “My Communities” section. This section will contain communities that you have created, as well as communities you have joined. To create a new community, click “new.”

3. This will open the editing window for your new community. To begin, you will want to name your community. Choose a name that is appropriate and will make it easy for potential members to identify.
4. Below the name is a section titled “Additional Information.” This section will house the print that appears on the main page of your community. If you are copying text into this section from a Word document, please copy from your document, and then click the Paste from Word icon indicated below to maintain your formatting.

*If you do not wish to include images or hyperlinks in this section, you may proceed to section 5.

You may also include images in this section, whether they are logos from your institution, free or purchased public domain images, or your own personal images. Before uploading an image, please be sure it is your own or that you have permission to use it. To include an image, click the “Image” icon indicated below.
In the box that opens, click “Browse Server” to locate an image you’ve previously uploaded or upload a new image.
In the window that opens, you will see all documents you’ve uploaded. If you wish to upload an image, you may go to Files in the bottom left and search your computer for the image you wish to add.

*Note: It helps to conserve server space if you resize your image before loading it.

After selecting your file, click the green arrow to upload it. It will then appear in the box with your other files. Double clicking it will select it. Then you may edit how your image will appear on the page.
You may also create hyperlinks within the text body of your page. A hyperlink can be designed to redirect to a website; an enlarged view of an image or diagram; or a document. To create a hyperlink, first highlight the text you would like to transform. Then click the hyperlink button.
To link to a website, copy the URL and paste in the space provided. To link to an image or document, click “Browse Server” and perform steps outlined above to select a document from the server or from your hard drive.

Next, you may wish to change the Target. We recommend resetting the hyperlink to open in a new window. This makes it easier for those viewing your site to return to the window without pressing the back button.
5. After describing your site, you will want to designate it as a class or a community. This designation will largely determine where in the eLibrary your site will be listed; in the list of classes or list of communities. It is an option to list your site as both a class and a community. Press the plus icon to designate your site.

6. Next, determine how accessible you would like your site to be. If you are hoping to create a site of collaboration and recruit other individuals in the same field, it may be better to wave a joining requirement. If you are producing or using tools and instructions for a class of your own, you may wish to require joining and make viewing or quiz access subject to your approval.
7. Next, indicate whether your community is active (i.e. Will it be ready to use when you save, or do you plan to do further editing? As soon as you check “Is Active,” your community will begin to appear on the site and can be found via search. Before it is activated, it will not appear anywhere but your login homepage). Also supply any keywords that will identify your community. These keywords will be used by search engines like google to locate your site.

8. In the Organizer Detail section, include your name and contact information. This will appear with your class/community listing on the site.
9. Next, address whether you would like “Items” linked to your community. In the items list, you will find all lessons and animations that have been published to the eLibrary. You may package the materials you are interested in for your community by selecting them in the Items box. In addition, any media objects or lessons that you have added to your account will appear in your list. You can also link your community to any other class or community you have ownership of. The link will appear at the bottom of the left-hand menu in your community. The names of other communities you own will appear in the list. Lessons will appear as (LSN); animations, powerpoints, and other media objects will appear as (MED); assessments and quizzes will appear as (QIZ); and other communities will appear with the heading (SUB).

Any lessons you add to your community will appear in the Lessons tab accessible from your homepage. Media objects, such as animations and powerpoints, will appear in the Animations tab. Any other communities you link to will appear in the left hand menu under the heading “Related Communities.”
10. After selecting materials to appear in your community, you may choose a banner image that will appear across the top of your community. You can use Photoshop or another photo-editing software, such as GIMP, which is a free program, to create an image that fits the indicated dimensions (the banner will not currently auto-fill; if the image does not fit the 1000px by 113px dimension, the remainder will be filled with grey space).

*If you do not select a banner image, this default banner image will appear with your community.

11. You may also choose a specific color scheme for your community. You can easily change the themed color after creating your community by selecting a different color from the drop-down menu.
12. Next, you may add any additional links to your community. If you use a Facebook or Twitter page for your group or have an Adobe Connect classroom link or YouTube channel/video, paste the URL(s) into the appropriate box. Icons will appear in the middle bar of your community and will link to each.

13. Your last step before initially saving your community is to select a “short name.” This is optional; if you choose not to enter anything, random characters will be generated for the URL. All passel classes and communities will begin with http://passel.unl.edu/communities/ and you may add your short name after this. Creating an appropriate short name may make your community URL easier for members to remember and find later, and may also make it easier for you to send to potential users (rather than extensively using copy/paste).
After this last step, SAVE YOUR COMMUNITY. If you navigate away from this page before saving, none of your information will be saved. You can save at any point throughout this process. Once you have saved, you will be taken to the top of your community edit page and see this message:

14. After saving your community's main page and basic information, you can begin adding things to your community's left menu. Click “Manage Left Menu”

15. Click “Add Page/Menu Link” to start adding tabs to your left menu.

16. For each menu link, you will need to enter a title, which will appear in the left hand menu. You can then use the dialog box to enter the information you would like to appear on that page (this box follows the same principles as the main-page dialog box). Some ideas for menu links include a Syllabus page, group members list, group objectives, schedule, course materials, links to webinars and lectures, and links to online resources.
17. After adding the content you wish to appear in your menu page, you must designate the group and order with a number and decimal point. Number 1.0 will be the first left menu link. 1.1 will appear below 1.0 and indented (a sub-heading). An example of how these sub-pages will appear is included below.
18. Special functions, such as creating a members list, are available. You can also choose to hide or make visible any tabs you are working on. Hidden tabs will be visible to you when you view your community, but they will have (hidden) in parentheses next to them and will not be visible to non-owner group members.

19. Finally, save your page. If you click “Save & Close,” you will be taken back to the left menu editing page. You can add additional left menu links from there. Click on “Edit” to make changes to existing pages, and delete those you no longer plan to use. You can also check the visibility status of each of your left menu links from this page. Click “Back to Community” to edit other aspects of your community.

20. Please see the “Creating a Discussion Board for your Class or Community” document for tips on adding a discussion forum.

21. From your editing main page, you can also manage the ownership of your community. If you will be sharing leadership of the group or editing responsibilities with another individual (or individuals), you can click on “Owners” to update the list of people with editing access.
22. From this page, begin typing the name of the person you wish to share ownership with. Only registered eLibrary members will appear. Once you are done selecting co-owners, click “Submit.”

23. Once your community has been saved, it will appear in your list of owned communities on your homepage (accessible by clicking the house icon). You can preview your community by clicking the “View” button. This is also an efficient way to get to your community each time you log in.

24. In addition to the Edit and View functions, there are three other functions available to you from the homepage. Clicking the trashcan will delete your community. Only do this if you are certain you will no longer need these materials (remember, you can make your community inactive if you wish to remove it from the website lists for a while).
25. You can also invite other eLibrary members to join your community by clicking on the “Invite” link.

*If you wish to invite someone to join your community who is not yet an eLibrary member, you should email them the link to your community.

26. The final link to note is the Registrants link. From this link, you will be taken to a list of all individuals who have registered for your community.

From your list of registrants, you can approve requests to join the community, delete/remove group members, and view quiz scores. You have the option to download all quiz scores for the group or view each individual’s quiz results.
If you are conducting a class, you can remove all participants at the end of the course so that the same community can be re-used for the next course offering. However, removing these individuals will make their quiz scores no longer accessible to you.

If you have questions about starting a community in the eLibrary or would like a guided tutorial, please contact us via the link at the bottom of the passel main page.